Manage Goals Workday Job Aid for Employees

Overview

You can create individual goals to evaluate and track your progress against objectives. You can add individual goals for annual performance reviews during the performance evaluation cycle.

Full-time Faculty: You can add individual goals for faculty performance reviews during the review cycle.

Part-time Faculty: You can add goals at any time prior to a scheduled performance review.

Add Individual Goals (Performance)

- 1. Log into Workday MyMC.
- 2. Go to top right side of Workday dashboard and click on picture.



- 3. Click on View Profile
- 4. Click the Actions button on the left (purple) navigation panel.



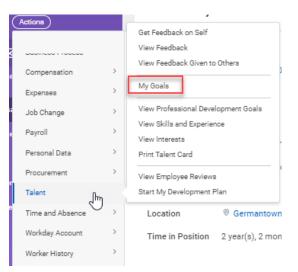
5. Scroll down the Actions list to Talent.

Actions

Frequently Used

My Goals

6. From Talent, select My Goals from the expanded right menu.



7. Click on Create Goal.





OR

8. If you are a first-time user then click Performance from left menu in purple to add professional development goals.

ඵ	Personal
	Performance
0	Career

9. Click on Goals tab.

Reviews	Goals	Professional Development Goals	ncies	Feedback Given	Feedback	Received	
In Progres	s 1 item						
Review				Review Pe	riod Start Date	Revie	ew Period End Date
Quarterly	Performance	Conversation 2: Deshia Jamison		10/01/202	13	12/31	1/2023

10. Text field boxes with a red (*) is a required field. Data must be entered. Enter data into all relevant fields:

- Goal
- Description
- Status
- Category
- Organization Alignment
- Due Date

Deshia Jamison	***	
Goal Details		
Goal *	Format v B I U A v III %	e ²
Description	Format V B I U A V III %	
Description		
		13
Status	select one 🔻	
Category		
Organization Alignment	:=	
Due Date	MM/DD/YYYY 🛱	

- 11. Click Submit.
- 12. Pop-up window stating your goal was submitted and will route to your manager for approval.
- 13. A goal card was created. Locked on the goal card informs you the goal is pending approval.



~	Goals	View Goal		PDF	×
	Testing	Maureen Elder 🚥			
	Due Date	Goal Details Addition	al Details History		
	To Organization Alignment	Goal	Attend the 2022 TMA User Conference in April (virtual or in-person?)		
٢	Category - - Locked	Description	This is an annual conference that is hosted by TMA (the College's computerized maintenar management system - CMMS). I have attended this in the past as the system administrato for the Germantown Campus. This conference provides a great opportunity to network, refi skills, attend training, see future upgrades and modules, provide feedback about the system and receive assistance for problem items.	or fine	
Ļ	Approval pending	Status	No Longer Applicable		
	the order	Category	Professional Development		
1	<u>View Goal</u>	Organization Alignment	(empty)		
		Due Date	06/30/2022		

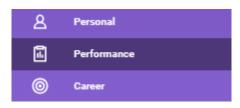
14. After manager approval, locked is no longer visible.

Ħ	Due Date 10/14/2022		
۰Ľ	Organization Alignment		
000	Category Job Duties		
<u>Edit</u>	Goal	:	

15. You can click on fields in goal cards i.e., Due Date, Organization Alignment, and Category to access the View Goal and View Organization Goal tasks more easily for that goal.

Add Professional Development Goals

- 1. At your Profile page, go to the left (purple) navigation pane.
- 2. Scroll down to and click on Performance.





3. Scroll over to and Click on the Professional Development Goals tab.

Reviews Goals Professional Development Goals Competencies Feedback Given Feedback Received

4. Click the Add button.

Add

- 5. Text field boxes with a red (*) is a required field. Data must be entered. Enter data into all relevant fields:
 - Professional Development Goal
 - Additional information
 - Status

Professional Development Goal *	
Additional Information Format ∨ B I U A ∨ :≣ %	e ⁸
	/
Status *	
> Details	

6. Click the check mark at the top right to Save.

View Your Goals

- 1. At your Profile page, go to the left (purple) navigation pane.
- 2. Click on the Actions button.



- 3. Scroll down the Actions list to Talent.
- 4. From Talent, select My Goals from the drop-down list

Actions	
Frequently Used	
My Goals	

- 5. Your Goal cards for individual goals (performance) will be segmented by status:
 - In Progress
 - Completed
 - Cancelled



Manage Goals

Workday Job Aid for Employees

Edit Goals

- 1. Individual Goals (Performance) can be edited after manager approval.
- 2. At the bottom of your Goal card, you will see an Edit Goal link which will allow you to edit your goal.

	Due Date
Ħ	10/14/2022
ť	Organization Alignment
° % •	Category Job Duties

3. Clicking on the edit link will give you the details of the goal to edit.

Maureen Elder		
ioal Details Addition	il Details History	
oal •	Format \lor B I U Δ \lor I III \diamond	×*
	Attend the annual TMA User Conference in October 2022.	6
escription	Format v B I U A v III %	2
escription		
escription	This is an annual conference that is hosted by TMA (The College's com nance management system - CMMS). This conference provides a great work, refine skills, attend training, see future upgrades and modules, pr about the system and receive assistance for issue resolution.	t opportunity to net-
tatus	This is an annual conference that is hosted by TMA (The College's com nance management system - CMMS). This conference provides a great work, refine skills, attend training, see future upgrades and modules, pr	t opportunity to net-
	This is an annual conference that is hosted by TMA (The College's com nance management system - CMMS). This conference provides a great work, refine skills, attend training, see future upgrades and modules, pr about the system and receive assistance for issue resolution.	t opportunity to net-
tatus	This is an annual conference that is hotsed by TMA (The College's con nanoe management system - CMMD). This conference provides a great work, lefter allin, arter to training, see future upgrades and modelse, po about the system and receive assistance for issue resolution. Complement v	t opportunity to net-
tatus ompleted On	This is an annual conference that is hosted by TMA. (The Collegn's com nance management system - CMAB). This conference provides a great work, effere shift, and reading see that wang greater and module, pri about the system and receive assistance for tasser resolution. Completed • MPL/CD/YYYY (The Collegn of the system and the system	t opportunity to net-

- 4. Click Submit after making edits.
- 5. Go and click on Performance on the Profile Page.
- 6. Scroll to Professional Development Goals.
- 7. Edit **Professional Development Goals** by click on the pencil at the top right of the goal.
- 8. Click the check mark at the top right to save edits.

Archive or Unarchive Goals

1. Under the Goals section, click on Archive or Unarchive Goals option.

Archive or Unarchive Goals

2. Select a goal to archive or unarchive by clicking on the check box.



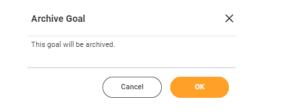
3. Click Ok. Selected goal(s) is archived or unarchived.

ielect All										
ictive 4 items										
Acchive	Goal		Category		Status		Completed On	Associated Reviews		
	Testing - (Pending Approval)									
	Attend the annual TMA User Conference in October 2022.		Job Duties		Completed			Probation Review 1		
	Facilities: Create fleet reports in WebTMA		Job Duties		Completed		04/01/2022	2x#TReview FY22		
	Attend the 2022 TMA User Conference in April (virtual or in- person?)		Professional Dev	elopment	No Longer Applicable			Staff Review FY22		
4										
ielect All [7.6	Goal	Relates To		Category	Status	Correlated On		Associated Reviews	V II 4
					Cangery		compression on			
						No Data				

4. At your Goal Card, click on three vertical dots to Archive Goal.

Category Job Duties	
Edit Goal	:
	Archive Goal
 Not Applicable 	View Goal

5. Click on Archive. A pop-up window appears to confirm if you want to archive this goal.



- 6. Click OK.
- 7. Goal is moved to Archived Goals tab.
- 8. Archived goals can be unarchived from Archived Goals tab.

9. At the bottom of the Goal Card, click on the Unarchive Goal link.



10. A pop-up window to confirm unarchive goal.





11. Click OK. Goal will return to the In Progress section of the goals.